How to Register for an outside course at UMBC, UMCP, or UMES

1. Select the course you want to take, and get a copy of the course outline. Make sure that the course is a doctoral level course. (Usually, this will have a 600 or greater number.)
2. Forward the course description to the PhD Program Director for review and approval.
3. Obtain a copy of the Inter-Institutional Enrollment form (IIE) for the PhD administrator and complete it.
4. Obtain the PhD Program Director signature and make a copy for your records.
5. Forward the form to Monique Ogarro (6-4626), Program Management Specialist at the Graduate school for a signature.
6. Monique will forward the documentation to the IIE department at the host institution.
7. Monique will forward a confirmation email notifying you that it has been sent.
8. There is no guarantee that you your registration can be fulfilled at the host campus so it is your responsibility to follow up with the Graduate School or the Registrar’s office at the host institution.
9. Upon completion of the course, please be sure to request a copy of your official transcript from the host institution to be provided to the Office of Records and Registration at UMB so that your final grade may be posted on your record here.

How to Register for an outside course at other institutions

Follow the instructions above for numbers 1-5. Once the Graduate School has signed off on the course then you will need to take the form to the host institution to complete your registration.

If you are receiving Tuition Remission, please confirm ahead of time with the PhD program specialist whether or not they will accept the Tuition Remission or you will be financially responsible for any bills received.

NOTE: If you are planning to pay for ANY outside course with Tuition Remission then you will need to (a) confirm that they will accept the Tuition Remission and (b) complete a separate T/R form for the credits you will be taking at the other institution with that institutions name listed as “host”. The T/R will then be processed the same as all others.
UNIVERSITY SYSTEM OF MARYLAND
Application for Inter-Institutional Enrollment

STUDENT INFORMATION

Name: ____________________________ SSN: ______-____-____
Address: ____________________________________________

City: ____________________________ County: _______ State: _______ Zip Code: _______

Home Phone: (______) __________________ Local Phone: (______) __________________
Fax Number: (______) __________________

Date of Birth (m/d/y): ____________ Gender: □ Male □ Female Race: ____________

Student Classification: □ Sophomore □ Junior □ Senior □ ROTC Freshman □ Graduate □ 1st Professional

If Graduate or 1st Professional, please indicate program name: ____________________________

Residency Status: □ In-state □ Out-of-State Student Signature: __________________ Date: ____________

REGISTRATION INFORMATION

Check appropriate Home Institution (current enrollment) and Host Institution (desired enrollment).

Home Institution: ____________________________________________ Host Institution: ____________________________________________

☐ Bowie State University ☐ University of Maryland, Baltimore
☐ Coppin State University ☐ University of Maryland, Baltimore County
☐ Frostburg State University ☐ University of Maryland, College Park
☐ Salisbury University ☐ University of Maryland Eastern Shore
☐ Towson University ☐ University of Maryland University College
☐ University of Baltimore

Semester and Year of Desired Enrollment: ☐ Fall ☐ Spring ☐ Summer ☐ Summer
Year: ____________

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<th>Course Prefix</th>
<th>Course Number</th>
<th>Section Number</th>
<th>Grading Option</th>
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Other institution approval as appropriate: __________________ Date: ____________ Signature/Title: __________________

FOR OFFICIAL USE ONLY - HOME INSTITUTION APPROVAL

To be completed by the Coordinator, Registrar or Program Director. Check one according to institutional policies:

☐ Inter-Institutional Registration ☐ Collaborative/Cooperative Program: ____________________________
☐ Passport Program (Business) ☐ Other (specify): ____________________________

Signature of Coordinator, Registrar or Program Director: __________________ Date: ____________

To be completed by the Home Institution for use by the host institution in initiating the annual transfer.


Transaction Code: ____________

1Graduate only, all self-supporting programs are excluded.
2Summer Session, self-supporting programs may be excluded.
3Signature certifies that student is degree-seeking, in good academic standing, and has met the prerequisites or other criteria set for screened or restricted programs of study. Undergraduate students enrolling through Inter-Institutional registration must be full-time students (when credits are combined) according to the home institution definition. Approval does not insure availability of a place in the course at the host institution.